Continuum of Care Planning Tasks and Outcomes

Step in Planning Process	Tasks	Outcomes
Step 1 Organize an Annual Continuum of Care Planning Process	• Establish an effective community-based planning process • Create a Core Working Group and encourage participation • Identify desired outcomes • Define the geographic area • Define roles and responsibilities and establish timetable and goals for the Continuum of Care planning process	• Core Working Group accountable for task completion • Geographic area defined • Defined roles and responsibility • Establish planning process, timetable and goals
Step 2 Collect Needs Data and Inventory System Capacity	• Consider strategies for collecting information • Select a methodology for collecting needs data • Inventory existing capacity dedicated to serving homeless people • Inventory mainstream resources • Compile information and validate findings	• Collection of quantitative and qualitative information on homelessness • Inventory of existing capacity/mainstream resources • Consensus on data, including acceptable shortcomings
Step 3 Determine and Prioritize Gaps in the Continuum of Care Homeless System	• Organize Data: Continuum of Care Gaps Analysis • Establish a community process for determining relative priorities	• Quantitative analysis of unmet needs • Determination and relative prioritization of gaps in Continuum of Care based on critical unmet needs
Step 4 Develop Short- and Long-term Strategies with an Action Plan	• Summarize priority gaps and create groupings which interrelate • Develop strategies and action steps • Link gaps to possible resources • Assign responsibilities and develop time frames • Adopt a written Continuum of Care Plan	• Prioritized gaps summarized and grouping created • Strategies, action steps and time lines established • Vision statement and written plan for Continuum of Care development
Step 5 Action Steps for the Continuum of Care Plan	• Establish a process for monitoring implementation of the Continuum of Care plan • Establish criteria for Continuum of Care Homeless Assistance Project selection	• On-going oversight, monitoring, and accountability for Continuum of Care implementation • Fair process for McKinney project selection consistent with priority gaps